

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### STATE TREASURER DEPUTY

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#### DEFINITION

Provides at the secondary policy-making level, professional management program services for a major organizational entity which has a direct impact on total agency/government services; directs through subordinate managers diversified support programs in administrative areas that are subject to significant change in regard to primary goals and objectives; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Supervises and evaluates the work of a technical/professional staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Collaborates with Department Heads and Division Heads on operational problems which influence management and organization and serves as a key resource person in evaluating and recommending solutions to problems relating to both financial and administrative program aspects.

Develops procedures and policies for improving coordination among subordinated managers; establishes operational control measures to obtain the necessary information and financial data typically required in the decision-making process.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and related actions proposed by subordinated managers; establishes functional work activities and organizational relationships deemed desirable to meet specific goals and objectives.

Develops internal programs, plans and procedures to ensure that subordinate managers follow through with the provisions of various department-wide programs such as equal employment opportunity, merit promotion plans, career development, performance appraisals, counseling and related services to achieve equitable treatment of employees.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of immediate organization in order to effectively garner necessary executive, legislative and related support for management decisions on program priorities and goals.

Resolves a broad spectrum of general administration problems not covered by precedents or established policies.

Provides input in regard to proposals emanating from or outside of the department regarding new or revised legislation, regulations and related changes which have a direct impact over program(s) directed.

#### COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements of the organization serviced.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, data processing and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Ability to deal effectively with persons representing widely divergent backgrounds, interests and points of view.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of diverse unit managers.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university and the experience equal to six years of full-time progressively responsible management oriented work in a recognized administrative support area, e.g., finance, personnel, human resource management, data processing, program research or evaluation;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full-time work experience as above for each thirty semester hours of the required education to a maximum substitution of four years;

OR

substitution of eighteen semester or equivalent hours of graduate level coursework in a management oriented curriculum, e.g., Public or Business Administration for each year of the required experience to a maximum substitution of two years;

OR

substitution of twenty-four (semester or equivalent) hours of graduate level coursework in a special program curriculum, e.g., Finance or Accounting for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to one year of full-time work as a Public Service Executive 3 or comparable management level position;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to two years of full-time work as a Public Service Executive 2 or comparable management level position.

#### **NOTE:**

Position(s) in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Office of Treasurer of State.

Effective Date: 11/99 BW